



TOWN OF MOUNTAINAIR

ACCEPTING APPLICATIONS FOR

POSITION: COURT CLERK

PAY RATE: \$11.50/hour, maximum 12 hours per week.

This is a part time position with varying work hours up to 12 hours a week, including evenings. Court Clerk is required to attend court sessions scheduled by the Municipal Judge. Court is currently scheduled on Tuesday and Thursday evenings from 5:30pm to 8:30pm.

This is a part-time position and fringe benefits DO NOT apply.

QUALIFICATIONS FOR EMPLOYMENT

- High school diploma or GED
- US Citizen
- No felony convictions for crimes of moral turpitude, felony, DWI or domestic violence
- Ability to interpret New Mexico Uniform Traffic Codes, Town Ordinances and other appropriate regulations pertaining to law enforcement and court related matters.
- Ability to type accurately sixty (60) words per minute and perform light bookkeeping functions.
- Ability to communicate effectively both orally and in writing.
- Ability to establish working relationship with Governing Body, Town staff, and the general public.
- Knowledge of computer word processing and other program applications.
- Previous experience in similar duties preferred.

APPLICATIONS AND JOB DESCRIPTION CAN BE OBTAINED AT:

TOWN OF MOUNTAINAIR

**TOWN HALL, 105 E BROADWAY, PO BOX 115, MOUNTAINAIR, NEW MEXICO 87036
(505) 847-2321**

OR VISIT OUR WEBSITE AT: WWW.MOUNTAINAIRNM.GOV

**THE TOWN OF MOUNTAINAIR RESERVES THE RIGHT TO REJECT ANY AND ALL
APPLICATIONS WITHOUT NOTICE. NO INTERVIEW IS GUARANTIED.**

THE TOWN OF MOUNTAINAIR IS AN EQUAL OPPORTUNITY EMPLOYER